



**Rochester Downtown
Development Authority**

Downtown Collaboration Studio
431 S. Main Street
Rochester, MI 48307
248.656.0060
DowntownRochesterMI.com

**Regular Meeting Agenda
Wednesday, October 21, 2026 7:00 pm
Rochester Municipal Building, 400 Sixth Street**

1. Call to Order
2. Roll Call
3. Approval of Meeting Minutes – September 16, 2026
4. Audience Comments
5. Liaison Reports
 - A. City Council – Jessica Clauser
 - B. Chamber of Commerce – Bob DiTommaso
 - C. Historical Commission – Don Sienkiewicz
 - D. Principal Shopping District – Paul Haig
6. General Business Items
 - A. Economic Development Update – Nik Banda
 - B. Market + The Graham Update – Ben Giovanelli
 - C. The Graham Building Maintenance Proposal – Ben Giovanelli/Kristi Trevarrow
 - D. Saturday Market at The Graham Update – Kristi Trevarrow
 - E. 2026 Downtown Gift Certificate Promotion – Kristi Trevarrow
 - F. November & December DDA Meeting Dates – Ben Giovanelli
7. Receipt of Regular Reports
 - A. Executive Director Update
 - B. Events & Marketing Update
 - C. Financial Report for DDA
 - D. Business Development Committee
 - E. Site Development Committee
8. Adjourn

1. CALL TO ORDER

Chair Ben Giovanelli at 7:00 p.m.

2. ROLL CALL

PRESENT: Chair Ben Giovanelli, Mayor Debbie Jones, Tony Lipuma, Roger Knapp, Paul Haig, Bob Bloomingdale (arrived at 7:03 p.m.), Erik Diana, Lisa Germani Williams, and Missy Plesz

ABSENT: None

COUNCIL LIAISON PRESENT: Jessica Clauser

CHAMBER LIAISON PRESENT: Bob DiTommaso

HISTORICAL COMMISSION LIAISON PRESENT: Don Sienkiewicz

PSD LIAISON PRESENT: Paul Haig

DDA EXECUTIVE DIRECTOR PRESENT: Kristi Trevarrow

3. APPROVAL OF MEETING MINUTES

Regular Meeting Minutes – August 19, 2026

MOTION: Diana moved, Jones seconded,

To approve the August 19, 2026 Regular Meeting Minutes as presented.

VOTE: YES: Knapp, Diana, Plesz, Germani Williams, Haig, Lipuma, Jones, Giovanelli

NO: None

ABSENT: Bloomingdale

Motion Carried.

4. AUDIENCE COMMENTS

None.

5. LIAISON REPORTS

5A. City Council

Jessica Clauser highlighted the following:

- Construction has begun on the Community House.
- The Downtown Social District has been approved.
- The signs for Walk your Wheels and the Social District will be placed soon.

(Bob Bloomingdale arrived at 7:03 p.m.)

- City Council and the Planning Commission held a joint meeting regarding the Master Plan.
- The Planning Commission is working on design standards for the downtown.

- The contract with the Dinosaur Nature Hill Preserve is not being renewed. A transition plan will be put in place to maintain the 16-acre nature preserve.
- A Sustainability Committee has been formed and will have a tent at the Farmers' Market on September 19, 2026.
- A Health & Wellness Committee has also been formed.

Mayor Jones shared the following:

- There will be new gates installed at the cemetery.
- A historical tour with reenactments will take place at the cemetery on October 4, 2026 at 1:00 p.m.
- A resident of the Gable House is being recognized on September 17, 2026 at 2:00 p.m. with the Congressional Gold Medal. At 102 years old, she is one of the few remaining women who served as a "Rosie the Riveter" during World War II.

5B. Chamber of Commerce

Bob DiTommaso shared that the 2026 Rochester Area Hometown Christmas Parade will be held on Sunday, December 6, 2026. Applications are now available at the Chamber and will be online soon. Sponsorship information is also available at the Chamber. The Grand Marshal will be announced at the 2026 Sunrise Pinnacle Awards on Friday, October 2, 2026. There are still tickets available for the Sunrise Pinnacle Awards.

5C. Historical Commission

Don Sienkiewicz stated that there has been one application for a historical plaque. Four plaques have been purchased in 2026. Founder's Day is scheduled for March 21, 2027. Carol Egbo will be presenting a program about the railroads and the people who settled along the river.

Heritage Days will return on June 5-6, 2027.

The school board accepted three proposals for the Harrison Center. The three finalists will face a Q&A on October 26, 2026 and the final proposal will be chosen on November 16, 2026.

5D. Principal Shopping District

Paul Haig shared that The Holiday Expo will utilize the full ballroom this year, with a focus first on local Rochester merchants. The annual meeting of the PSD will be held on January 19, 2027 at The Graham.

6. General Business Items

6A. Market + The Graham Update

Kristi Trevarrow shared photos showing the progress of the project. Chair Giovanelli provided an update on the construction progress, stating that construction is expected to be completed on time and under budget.

6B. The Graham Ribbon Cutting/State of the City

The Ribbon Cutting for The Graham will be held on Monday, October 19, 2026, followed by the State of the City. The ribbon cutting is scheduled for 5:30 p.m., with the State of the City to follow at 6:30 p.m.

6C. Programming at The Graham

Kristi Trevarrow provided an update on the Saturday Market at The Graham vendor recruitment. Many vendors have committed to participating. There will be space for 25 vendors at the Saturday Market.

Additionally, she shared a proposal for a new Market event series called The Sunday Edit at The Graham. Where the Saturday Market at The Graham will be firmly rooted in the food and farm mission that has defined the Downtown Rochester Farmers' Market for more than 25 years, the Sunday Edit widens the lens on what it means to support local. This would create a series of highly curated experiences that celebrate artists, creators, small businesses and unique concepts while complementing, rather than competing with, the Farmers' Market.

The two programs allow The Graham to serve different audiences while staying true to the same core values – supporting small and local businesses, creating meaningful community connections, and giving people new reasons to gather in Downtown Rochester.

The Sunday Edit would take place every other month, beginning in January from 10:00 a.m. to 4:00 p.m. The proposed vendor fee is \$125.00, which would include one 6' table, two chairs and a sign.

The following five distinctly different themes that reflect current pop culture moments and lifestyle trends are proposed:

- Bookish – January 24, 2027
- Curated Clutter – March 21, 2027
- Love Local – May 23, 2027
- Vintage & Vinyl – July 25, 2027
- Haunted – September 19, 2027

It was the consensus of the Board to direct Kristi Trevarrow to proceed with The Sunday Edit at The Graham.

6E. Social District Update

Kristi Trevarrow shared that at the September 14, 2026 City Council meeting, twelve (12) liquor license establishments applied to City Council for approval to submit Social District applications to the Michigan Liquor Control Commission. The next step is for the establishments to submit the applications, which will include inspections by the Michigan LCC before issuing a license. The Social District licenses are good for one year from date of issuance.

Ms. Trevarrow will be working with Chief Rouhib on cups, logos, stickers, wristbands, signage and education components of the Social District. An informational training meeting will be held with the businesses in the next few weeks.

6MISC. Rochester Resilient

Chief Rouhib introduced Sgt. Firman who shared a proposed program called Rochester Resilient. The Rochester Police Department and Rochester Fire/EMS, in partnership with and funded by Henry Ford Health are proposing a program to provide medical equipment (AED cabinets, Narcan cabinets and emergency kits), education, and police liaison services. The program would hopefully begin in early 2027.

It was the consensus of the Board to support the proposed program and direct the Police and Fire Department to proceed.

6D. Downtown Sound System Wireless Receiver Replacement Proposal

The downtown sound system has been experiencing issues with signal connectivity. Since its installation in 2017, many businesses have added wireless systems that are interrupting the signal of the sound system. This stops the signal from reaching all the speakers. Some speakers have loud popping noises, while others have no sound at all. Over the last three years repairs and adjustments have been made to address these issues. These repairs are no longer effective.

The best solution is to install new transmitters and wireless receivers that will be immune to any outside wireless signal interruption. ISP Technologies, who designed the current system, has provided two options. The first is to replace all the wireless receivers and upgrade the system from one to two transmitters. This will fix the problem for the foreseeable future. The second option is to replace only the receivers in the 200 and 300 blocks and replace the existing transmitter. This option would be a cost savings, but there is no guarantee that the existing receivers that are not currently experiencing issues would not have issues in the future.

MOTION: Diana moved, Plesz seconded,

To approve Option 1 as submitted by ISP Technologies dated 09/04/2026 in an amount not to exceed \$34,236.00 plus the cost of shipping to be paid out of the Capital Fund for a sound system upgrade for the downtown.

VOTE: YES: Bloomingdale, Knapp, Lipuma, Jones, Plesz, Germani Williams, Haig, Diana,
Giovanelli

NO: None

ABSENT: None

Motion Carried.

7. Receipt of Regular Reports

7A. Executive Director Update

Downtown Restaurant Meetings

Meetings with restaurants continue with increased attendance at each meeting. The group held a meeting on September 15, 2026 to discuss the following three programs: 1) Holiday Drink Local; 2) Vote for your Favorite Drink; and 3) Boos & Brews – a holiday bar crawl on Saturday, October 24, 2026. The group also discussed bringing back Restaurant Week for the first quarter of 2027. In addition, given the impact of Arts & Apples on the downtown, the group discussed possibly bringing back the Downtown Art Show to coincide with Art & Apples to encourage people to also spend time downtown.

Magical Mural Tour 2026

Approximately four murals were damaged, and some signs were destroyed during a recent storm. Everything was repaired or replaced by the Labor Day weekend. The display continues through September 30, 2026.

Rochester Rotary

Kristi Trevarrow was awarded the Paul Harris Fellow Award from the Rochester Rotary.

7B. Events & Marketing Update

Colette Bockrath

Downtown Trick-or-Treat & Halloween Fest – October 17, 2026

Business recruitment is in progress for both Downtown Trick-or-Treat and Halloween Fest. Entertainment has been booked for Halloween Fest, including Marvel superheroes through Fairytale Entertainment and Mad Scientists to provide interactive science experiments for the children.

Kris Kringle Market – December 4-5, 2026

Vendor applications have closed and accepted vendors have been notified. Colette Bockrath is currently working through vendor payments, insurance requirements, waitlist requests, and other vendor logistics. Sponsorship outreach and event planning are continuing, along with entertainment bookings and coordination for the stage. Ms. Bockrath is also working on site logistics, signage, volunteer recruitment, security, sound, Santa's Village, the warming tent, and other operational needs.

Cookie Stroll – December 12, 2026

Planning for the Cookie Stroll is underway, with outreach to participating downtown businesses, bakers and sponsors. Ms. Bockrath is reviewing baker participation and cookie options while coordinating business participation. Planning is also in progress for the November tin presale, participant materials, distribution and other event logistics.

Ruby Hernandez

Rochester Posed – October 1, 2026

Planning for Rochester Posed has begun with participating storefronts to determine which Rock & Roll hall of Fame-inspired theme each location will showcase. Ruby Hernandez is reaching out to additional organizations and storefronts to expand participation and help transforming Downtown Rochester into a Rock & Roll Hall of Fame experience.

In Town Magazine – Holiday/Winter Issue

Ms. Hernandez is working to secure additional advertisers for the upcoming issue of *In Town Magazine*. She is collaborating with downtown businesses to identify products to be featured throughout the magazine and has begun coordinating with business owners and the graphic designer on content and design.

Lagniappe – Kick off of The Big, Bright Light Show – November 23, 2026

Ms. Hernandez has been meeting with Channel 7 for event site visits and coordinating logistics for Lagniappe. The booking of entertainment has begun as well as arrangement of the necessary utilities for the kickoff of The Big, Bright Light Show.

7C. Financial Report for DDA

The Revenue and Expenditure Report for the period ending 08/31/2026 for Fund 494, Downtown Development Authority, was included in the packet.

7D. Business Development Committee

7E. Site Development Committee

The Committee continues its work on The Graham. Kristi Trevarrow shared that the benches downtown have all been refinished.

8. Adjournment

Seeing no further business, Chair Giovanelli adjourned the meeting at 8:21 p.m.

Date Approved

Susan McCullough

6A. Economic Development Update

City Manager Nik Banda will provide an update on new businesses and developments in and around the DDA District.

6B. Market + The Graham Update

Chairman Giovanelli will provide an update on the project.

6C. The Graham Building Maintenance Proposal

With construction of The Graham nearing completion, the DDA will assume responsibility for ongoing building maintenance, including cleaning, snow removal, landscaping, preventative maintenance, and repairs.

Rewold & Ezzo Property Management, a division of Frank Rewold & Sons, has submitted a proposal to coordinate and oversee these services. The agreement includes competitive bidding of all services, vendor management, monthly building inspections, and preventative maintenance tracking.

The proposed management fee is \$1,500 per month, with third-party services billed separately at cost plus 15%. The agreement includes a three-year term, allowing Rewold & Ezzo to pursue competitive pricing for recurring services. The agreement provides the DDA with the option to terminate with 90 days' written notice, subject to existing vendor commitments.

The proposal is attached for the Board's review.

**FACILITY MANAGEMENT
SEAMLESS FROM CONSTRUCTION TO FACILITY MANAGEMENT SOLUTION**

THE GRAHAM

202 E 3rd St
Rochester, MI 48307

Prepared for: Downtown Development Authority (DDA)

Prepared by: Rewold & Ezzo Property Management
September 18, 2026

Executive Summary

The Downtown Development Authority has reached an important milestone with the acquisition and opening of The Graham, its first owned building. With public events beginning October 19, 2026 and a demanding holiday event schedule immediately following, the priority is to establish a reliable, professional facility-management operation without requiring DDA staff to source, coordinate, and supervise multiple service providers.

Rewold & Ezzo Property Management (R&E) proposes to serve as the DDA's single facility-management point of contact for The Graham. R&E will coordinate the building's recurring services, competitively bid appropriate vendor scopes, manage service providers, establish preventative-maintenance schedules, respond to unexpected building issues, and align service levels with the event calendar.

The result is a turnkey operating model: one accountable management partner overseeing the many moving parts required to keep The Graham safe, clean, presentable, event-ready, and properly maintained.

1. Engagement Objectives

Provide the DDA with one accountable point of contact for facility operations.

Have essential services operational before the first scheduled event on October 19, 2026.

Reduce the administrative burden of finding, quoting, vetting, contracting, scheduling, and managing multiple vendors.

Maintain a consistently clean, safe, and professional environment for visitors, tenants, staff, and event guests.

Protect the DDA's investment through planned preventative maintenance and prompt response to building issues.

Create a flexible operating model that can scale service coverage up or down based on the event calendar.

2. Proposed Facility Management Scope

R&E will function as the outsourced facility-management team for The Graham, coordinating the following services directly and/or through qualified third-party vendors.

Vendor Procurement & Management: Develop service scopes; solicit competitive bids from multiple qualified vendors where appropriate; review pricing and service levels; present recommendations to the DDA; coordinate approved vendors; monitor performance; address service deficiencies; and manage ongoing vendor communication and scheduling.

Snow & Ice Management: Coordinate seasonal snow plowing, salting/de-icing, and hand shoveling. Particular attention will be given to the ramp, stairs, sidewalks, entrances, and the pedestrian connection between parking areas so event access is not disrupted.

Landscaping & Exterior Grounds: Coordinate seasonal landscaping, mowing, trimming, bed maintenance, cleanup, and related exterior grounds services appropriate to the property and season.

Custodial & Event Cleaning: Establish routine cleaning requirements for public areas and restrooms; schedule post-event cleaning, including Sunday service following Saturday events; coordinate deep cleaning as needed; and provide scalable event support for high-attendance or multi-day events.

Event Support Services: Coordinate additional custodial coverage, restroom attendants, day porter support, waste removal, or other event-specific facility services based on attendance, duration, and the DDA's event calendar.

Waste & Recycling Management: Establish and manage appropriate waste and recycling service levels, including increased pickups or event-related disposal requirements when needed.

Preventative Maintenance: Create and maintain a preventative-maintenance schedule for applicable building systems and components, including mechanical equipment, plumbing, roof and drainage items, and other maintainable assets identified from available building information and manufacturer requirements.

On-Demand Repairs & Service Calls: Serve as the DDA’s first call for unexpected facility issues such as plumbing problems, roof leaks, mechanical concerns, minor repairs, or other building-service needs. R&E will coordinate the appropriate trade or service provider and track resolution.

Existing Service Coordination: Oversee the existing Culligan water-softener service as part of the overall facility-management program and incorporate its service requirements into the building’s maintenance calendar.

Building Documentation & Warranty Coordination: Leverage available building plans, specifications, closeout information, and contractor knowledge to support efficient operations, identify appropriate maintenance requirements, and coordinate warranty-related matters when applicable.

3. Quick-Start & Event Readiness Plan

Because The Graham’s first event is scheduled for October 19, 2026, R&E recommends an accelerated mobilization period focused first on services that are critical to opening and winter/event readiness.

Priority	Action	Target
1	Confirm immediate operating requirements, building access, contacts, event calendar, and available closeout/building documentation.	Immediately upon authorization
2	Issue/confirm bid scopes for snow & ice, landscaping, custodial/event cleaning, and waste services.	Mobilization week
3	Review bids and provide vendor recommendations for DDA approval.	Expedited
4	Finalize service schedules and event-specific cleaning/readiness requirements for October 19.	Before first event

5	Establish preventative-maintenance register, emergency contacts, and service-call workflow.	During initial 30 days
6	Prepare for weekly Saturday events beginning November 28 and increased holiday-season activity, including Festival of Trees and Big Bright Light Show impacts.	October–November 2026

4. Single-Point-of-Contact Operating Model

Rather than requiring DDA staff to independently manage numerous service providers, R&E will centralize facility coordination. The DDA will communicate operational needs through R&E, and R&E will coordinate the appropriate approved vendor or resource, track the work, and follow through to completion.

Key principle: R&E will bid applicable recurring services to multiple qualified vendors and provide the DDA with options and recommendations. Once approved, R&E will manage those service relationships as part of the facility-management program.

5. Event-Based Service Flexibility

The Graham’s service requirements will vary based on event type and attendance. R&E will coordinate service levels against the DDA’s event calendar rather than applying a one-size-fits-all cleaning or staffing model.

Event / Condition	Potential Facility Response
Standard Saturday event	Pre-event readiness check as needed; post-event custodial service on Sunday or Monday; restroom and waste reset.
Large single-day event	Enhanced cleaning, additional waste capacity, and optional day porter/restroom attendant coverage.

Multi-day event / 500+ guests per day	Daily cleaning/reset, restroom monitoring, increased waste service, consumable checks, and on-call support.
Snow/ice event	Plowing plus hand clearing and de-icing of ramp, stairs, sidewalks, entrances, and critical pedestrian routes before event access.

6. Communication, Reporting & Accountability

Designated R&E facility-management point of contact.

Centralized coordination of vendor scheduling and service issues.

Preventative-maintenance calendar and tracking of recurring requirements.

Documentation of material service calls, open issues, and completed work.

Event-calendar coordination so facility services are adjusted in advance of high-traffic dates.

Escalation of material repairs, capital items, or unplanned costs for DDA authorization.

7. Proposed Commercial Structure

R&E recommends a facility-management engagement consisting of a recurring management fee plus the cost of approved third-party services and materials. Event-specific or extraordinary services can be added as needed based on the DDA's calendar and approved scope.

Component	Proposed Basis
Facility Management Fee	Minimum Fee is \$2,000 per month. Due to the location and more limited use, the discounted fee is \$1,500.00 per month.
Recurring Vendor Services	Approved vendor pricing for snow, landscaping, custodial, waste, and other recurring services at cost plus 15% for management.

Event-Plus Services	Quoted/scheduled as required based on event size, duration, staffing, and service requirements.
Repairs / Materials / Specialty Trades	Performed upon authorization in accordance with agreed approval thresholds and vendor pricing.

The intent is to simplify administration for the DDA while maintaining transparency around vendor costs, service scope, and any additional event or repair requirements.

8. Assumptions & Service Parameters

Final vendor selections, material repairs, and costs outside agreed authorization limits remain subject to DDA approval.

R&E may use qualified third-party vendors and specialty contractors to perform portions of the services.

Service frequencies and exact scopes will be finalized after review of the building, event calendar, operating requirements, and available plans/specifications.

Emergency and after-hours response will be coordinated based on the nature of the issue and availability of the appropriate trade/vendor.

Capital improvements, major replacements, construction work, and services outside the agreed facility-management scope will be separately authorized.

This proposal is intended to establish the operating framework; final pricing and contract terms will be incorporated into the formal service agreement.

9. Why Rewold & Ezzo

The Graham requires more than a collection of vendor contracts; it requires an operating partner who can understand the building, anticipate service needs, coordinate multiple trades, and keep the facility ready for public use. R&E is well positioned to provide that support because of its facility-management capabilities and its access to the project team and technical building information associated with the facility's construction.

This familiarity can shorten the learning curve during the building's first year of operation, improve coordination when technical questions arise, and provide the DDA with a practical bridge from building completion into day-to-day operations.

10. Recommended Next Steps

1. DDA confirms interest in proceeding with the proposal.
2. R&E and DDA confirm final scope, approval thresholds, event calendar, and primary contacts.
3. R&E completes expedited vendor bidding/validation for immediate services.
4. R&E presents recommended vendors and final commercial terms.
5. Upon authorization, R&E mobilizes services for October 19 event readiness and establishes the ongoing preventative-maintenance program.

Proposal Review

R&E appreciates the opportunity to support the DDA and The Graham as the facility enters its first operating season. We look forward to developing a dependable, responsive facility-management program that allows the DDA team to focus on its mission and events while R&E manages the building's day-to-day operational requirements.

Prepared by:

Rewold & Ezzo Property Management
September 18, 2026

Rate Card (Subject to change on a calendar year annual basis effective January 1, 2027)

ON-CALL SERVICES			
SERVICE	HOURLY RATE (\$)	OVERTIME RATE (\$)	SUNDAY/HOLIDAY RATE (\$)
Plumbing	\$125	\$188	\$251
Electrical	\$135	\$203	\$270
Carpenter	\$131	\$197	\$262
Carpenter Foreman	\$138	\$207	\$276
Painting	\$98	\$147	\$196
Handyman	\$98	\$147	\$196
Kitchen Equipment Repair	\$155	\$233	\$311
Boiler Operator	\$156	\$235	\$313
HVAC	\$140	\$210	\$280
Roofing	\$118	\$178	\$237
Furniture Moving	\$91	\$136	\$182
Porter	\$42	\$63	\$84

Standard Terms and Conditions:

- 2-hour minimum applies to all services.
- 15% markup on parts and materials.
- Rates subject to applicable taxes.
- Payment terms: Net 30 days.
- Emergency service rates may differ.

Project & Program Management Staff: Quoted per assignment or individual assigned

Fees (on a sliding scale based on project size) are based on the time and expertise required and they apply to work beyond normal maintenance—such as major remodels, building or landscape projects, or other efforts needing significant supervision by the Facilities Manager.

Project Size	Management Fee
\$10,000–\$25,000	15%
\$25,001–\$50,000	12.5%
\$50,001–\$100,000	7.5%
\$100,001–\$250,000	6%
\$250,001 and above	Quoted based on project scope and duration

6D. Saturday Market at The Graham Update

We received over 100 applications for the Saturday Market at The Graham. Our final selection of vendors includes current Farmers' Market vendors, as well many vendors joining us for the first time. All vendors offer food & farm products. The Market begins on Saturday, November 28 from 9 am – 2 pm and will continue every Saturday (except December 26) through April 24, 2027.

The following vendors will be joining the Market throughout the season:

Alaska Wild Market
Almont Baking & Donut Co.
Angela's Treat Stash
Asterism Artisan Chocolate
Because UR Priceless Tea
Bell Ridge Farms
Belledine's BBQ
Black Ichor Coffee
Brickhouse Kitchen
The Cheese Lady
The Chubby Batch
Cold Frame Farm & 5 Loaves Bakery
Cooking Made With Love
Endress Acres
The Feminine Farmer
Free & Simple Foods
Freeman Meat Co.
Good Times Farm
Grandma Luckey's Dressing & Marinade
Grange Return
Great Harvest Bread Company
Humble Pie Co.
Intica Cacao
KK's Sourdough & Sweets
Kryisia's Kitchen
Kumaran Farms
The Little Donut Factory
The Little Loaf Bakehouse
Lulu's Happy Baking Company
Maria's Salsa
MiJuice
Mimidae Beverage Company

Moon Mushrooms
Mortimer & Martha
Nordic Knife Sharpeners
Papa's Kitchen
The Pastry Club
Schmookies Cookies & Bread Emporium
Sister Fire Salt Co.
Southern Moon Biscuit Company
Spencer's Apiaries
Stibich Farms
The Spice & Tea Exchange of Rochester
Taluma Baking Co.
Three Little Loaves
Tracina's Gourmet Specialties
Unwined Winery
Yummification

6E. 2026 Gift Certificate Promotion Program

This program began in 2020, initiated in partnership with a statewide effort led by Consumers Energy. Since then, we've had different companies provide matching funds, along with the DDA and PSD to fund the program.

In the past, the DDA has contributed \$10,000 from the Merchandise Sales at the Studio for the program.

At their November Meeting, the PSD Board will consider renewing their \$5,000 contribution to the program.

6F. November/December 2026 DDA Meeting Dates

The DDA meets the third Wednesday of every month, with the exception of November & December, when the Board meets on the second Wednesday of every month because of everyone's busy holiday schedules.

If the DDA Board would like to continue with this practice, the November & December DDA Meeting dates would be as follows:

Wednesday, November 11, 2026

Wednesday, December 8, 2026

7A. Executive Director Update

Downtown Restaurant Meetings

We hosted our most recent meeting with the restaurants last week. The main topic is the return of Downtown Rochester Restaurant Week in 2027! More details to come.

Sunday Edit at The Graham - Bookish

We have over 40 submissions for our first pop-up Market at The Graham on Sunday, January 24! Vendor applications are open through the end of the month.

Social District

We have a total of 14 restaurants participating in the Social District. Approximately 50% of them have received their permits from the LCC. We are still targeting launching the district by Lagniappe on Monday, November 23.

DDA Events & Marketing Coordinator Overview

October 21, 2026

Colette Bockrath

Rochester Posed: October 1

The 14th Annual Rochester Posed was another success! This year's Rock & Roll Hall of Fame brought legendary musicians to life through live mannequins in downtown storefront windows. Attendees voted for their favorite displays through text messaging, while a panel of judges selected the Judges' Choice winners. The event received great feedback from the community! We had a huge turnout even with the rainy weather!





Trick-or-Treat & Halloween Fest: October 17

Downtown Rochester welcomed families for an afternoon of Halloween fun! Children enjoyed trick-or-treating at downtown businesses, followed by Halloween Fest at the East Parking Deck. The festivities included Halloween-themed activities, giveaways, photo opportunities, and new this year, superheroes and interactive Mad Scientists!



Boo's & Brews Bar Crawl: October 24

Downtown Rochester restaurants are getting into the Halloween spirit with the Boo's & Brews Bar Crawl! This self-guided event invites attendees to explore participating downtown restaurants and bars while enjoying festive drinks, seasonal specials, and spooky fun throughout the evening.



Downtown Rochester Cookie Stroll: December 12

Save the Dates have gone out for Downtown Rochester's annual Cookie Stroll! This sweet holiday tradition invites participants to stroll through downtown, collecting cookies from participating businesses. Two sessions will be offered, from 10:00 am - 2:00 pm and 2:00 - 6:00 pm. Cookie tins will be available for \$40 each, with online presales beginning November 6 at 10:00 am.

REVENUE AND EXPENDITURE REPORT FOR CITY OF ROCHESTER

Balance As of 09/30/2026

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	26-27 Amended Budget	YTD Balance 09/30/2026	Activity For 09/30/2026	Available Balance 09/30/2026	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000.000 GENERAL LEDGER						
248-000.000-402.000	CURRENT PROPERTY TAXES	2,340,460.00	818,020.13	250,119.34	1,522,439.87	34.95
248-000.000-528.001	ARPA FEDERAL FUNDS	232,871.00	232,871.25	232,871.25	(0.25)	100.00
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION	81,357.20	0.00	0.00	81,357.20	0.00
248-000.000-605.011	BIG BRIGHT LIGHT SHOW	75,000.00	0.00	0.00	75,000.00	0.00
248-000.000-605.012	FESTIVAL OF TREES	6,000.00	0.00	0.00	6,000.00	0.00
248-000.000-605.032	DDA BUSINESS DEVELOPMENT	25,000.00	12,516.00	3,666.00	12,484.00	50.06
248-000.000-605.051	GRAHAM PROGRAMMING	107,450.00	0.00	0.00	107,450.00	0.00
248-000.000-605.058	FARMERS MARKET	28,000.00	6,735.00	2,165.00	21,265.00	24.05
248-000.000-665.072	INTEREST -MICHIGAN CLASS	50,000.00	16,817.51	0.00	33,182.49	33.64
248-000.000-676.000	ADMINISTRATIVE CROSS CHARGE	79,588.10	19,897.00	19,897.00	59,691.10	25.00
248-000.000-692.000	MISCELLANEOUS INCOME	1,165.00	0.00	0.00	1,165.00	0.00
Total Dept 000.000 - GENERAL LEDGER		3,026,891.30	1,106,856.89	508,718.59	1,920,034.41	36.57
Revenues		3,026,891.30	1,106,856.89	508,718.59	1,920,034.41	36.57
Account Category: Expenditures						
Department: 703.000 GENERAL & ADMINSTRATIVE - GA						
248-703.000-701.000	SUPERVISOR SALARIES	99,000.00	23,987.78	11,328.00	75,012.22	24.23
248-703.000-701.002	PART-TIME WAGES	13,820.59	4,268.96	1,978.36	9,551.63	30.89
248-703.000-710.101	LONGEVITY	2,100.00	0.00	0.00	2,100.00	0.00
248-703.000-715.000	FICA	7,478.83	2,108.01	992.63	5,370.82	28.19
248-703.000-716.000	HOSPITALIZATION	31,281.10	6,400.39	3,019.05	24,880.71	20.46
248-703.000-716.004	HOSPITALIZATION -HSA FUNDING	4,200.00	0.00	0.00	4,200.00	0.00
248-703.000-718.000	RETIREMENT CONTRIBUTION	10,991.00	13,862.50	13,862.50	(2,871.50)	126.13
248-703.000-718.002	EMPLOYER RETIREMENT CONTRIBUT	1,500.00	366.97	173.10	1,133.03	24.46
248-703.000-719.000	INSURANCE OTHER THAN MEDICAL	1,873.57	426.88	201.36	1,446.69	22.78
248-703.000-720.000	WORKER'S COMP. INSURANCE	331.90	0.00	0.00	331.90	0.00
248-703.000-721.000	UNEMPLOYMENT COMP. INSURANCE	23.69	16.55	10.87	7.14	69.86
248-703.000-728.000	POSTAGE	3,515.00	29.99	0.00	3,485.01	0.85
248-703.000-729.000	PRINTING & OFFICE SUPPLIES	24,768.00	625.44	0.00	24,142.56	2.53
248-703.000-757.000	OPERATING SUPPLIES	3,016.00	20.63	0.00	2,995.37	0.68
248-703.000-760.000	FARMERS MARKET	17,510.00	4,011.33	305.00	13,498.67	22.91
248-703.000-761.000	BIG BRIGHT LIGHT	328,879.00	18,670.00	18,670.00	310,209.00	5.68
248-703.000-803.000	LEGAL SERVICES	2,344.00	0.00	0.00	2,344.00	0.00
248-703.000-804.000	AUDITING	3,459.00	0.00	0.00	3,459.00	0.00
248-703.000-805.000	CONTRACTUAL SERVICES	15,490.00	0.00	0.00	15,490.00	0.00
248-703.000-805.009	CONTRACT SVCS - BUS. DEV COMM	22,494.00	6,062.81	0.00	16,431.19	26.95
248-703.000-805.010	CONTRACT SVCS - D.P.W.	10,558.00	0.00	0.00	10,558.00	0.00
248-703.000-805.011	CONTRACT SVCS - MAINTENANCE	26,261.00	550.00	0.00	25,711.00	2.09
248-703.000-805.027	CABLE CASTING	4,686.00	325.00	325.00	4,361.00	6.94
248-703.000-805.030	CONTRACT SVCS - DUMPSTERS	138,652.00	25,823.82	8,607.94	112,828.18	18.62
248-703.000-805.050	CONTRACT SVCS - EMPLOYMENT	1,993.00	300.00	300.00	1,693.00	15.05
248-703.000-811.000	GENERAL INSURANCE	17,276.00	0.00	0.00	17,276.00	0.00
248-703.000-850.000	TELECOMMUNICATIONS	6,968.00	844.19	422.55	6,123.81	12.12
248-703.000-861.002	EQUIPMENT LEASE - COPY MACHIN	18,744.00	2,451.60	0.00	16,292.40	13.08
248-703.000-863.001	PROFESSIONAL DEVELOPMENT	895.00	0.00	0.00	895.00	0.00
248-703.000-863.002	TRAVEL	1,758.00	0.00	0.00	1,758.00	0.00
248-703.000-921.000	LIGHT & POWER	50,270.00	12,811.35	5,054.01	37,458.65	25.49

REVENUE AND EXPENDITURE REPORT FOR CITY OF ROCHESTER

Balance As of 09/30/2026

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	26-27 Amended Budget	YTD Balance 09/30/2026	Activity For 09/30/2026	Available Balance 09/30/2026	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 703.000 GENERAL & ADMINISTRATIVE - GA						
248-703.000-922.000	HEAT-BUILDING	716.00	126.00	42.00	590.00	17.60
248-703.000-923.000	WATER & SEWER CHARGES	0.00	212.14	212.14	(212.14)	100.00
248-703.000-931.000	MAINTENANCE & REPAIRS - EQUIP	586.00	0.00	0.00	586.00	0.00
248-703.000-940.000	RENTAL OF LAND	35,473.00	8,475.30	2,825.10	26,997.70	23.89
248-703.000-955.002	COMMUNITY AFFAIRS- EXTERNAL	3,947.00	142.38	0.00	3,804.62	3.61
248-703.000-957.000	DUES & SUBSCRIPTIONS	3,326.00	611.76	0.00	2,714.24	18.39
248-703.000-963.002	MERCHANT SERVICE FEES	12,000.00	2,416.30	631.62	9,583.70	20.14
248-703.000-995.001	ADMINISTRATIVE CROSS CHARGE	218,631.92	54,658.00	54,658.00	163,973.92	25.00
248-703.000-995.004	COMPUTER RENTAL	2,332.00	583.00	583.00	1,749.00	25.00
Total Dept 703.000 - GENERAL & ADMINSTRATIVE - GA		1,149,148.60	191,189.08	124,202.23	957,959.52	16.64
Department: 729.000 ECONOMIC DEVELOPMENT						
248-729.000-760.001	FESTIVAL OF TREES	47,294.00	4,779.00	4,779.00	42,515.00	10.10
248-729.000-780.000	GRAHAM PROGRAMMING	28,500.00	0.00	0.00	28,500.00	0.00
248-729.000-963.000	MISCELLANEOUS	20,000.00	27,552.39	26,797.74	(7,552.39)	137.76
Total Dept 729.000 - ECONOMIC DEVELOPMENT		95,794.00	32,331.39	31,576.74	63,462.61	33.75
Department: 900.000 CAPITAL CONTROL						
248-900.000-974.000	SITE IMPROVEMENT	50,000.00	0.00	0.00	50,000.00	0.00
248-900.000-974.019	CAPITAL ASSETS - MAINT & MINO	216,429.00	129,794.60	51,378.60	86,634.40	59.97
248-900.000-974.121	SIDEWALK RECONSTRUCTION	22,000.00	0.00	0.00	22,000.00	0.00
248-900.000-974.210	STREET LIGHTING REPLACEMENT	100,000.00	0.00	0.00	100,000.00	0.00
248-900.000-974.260	FARMERS MARKET PROJECT	800,000.00	1,059,358.89	640,396.36	(259,358.89)	132.42
248-900.000-991.002	LAND CONTRACT - 265 E SECOND	185,172.00	30,286.62	15,143.31	154,885.38	16.36
Total Dept 900.000 - CAPITAL CONTROL		1,373,601.00	1,219,440.11	706,918.27	154,160.89	88.78
Department: 965.000 APPROPRIATIONS TO OTHER FUNDS						
248-965.000-995.516	TRANS TO AUTO PARKING FUND	325,000.00	0.00	0.00	325,000.00	0.00
Total Dept 965.000 - APPROPRIATIONS TO OTHER FUNDS		325,000.00	0.00	0.00	325,000.00	0.00
Expenditures		2,943,543.60	1,442,960.58	862,697.24	1,500,583.02	49.02
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		3,026,891.30	1,106,856.89	508,718.59	1,920,034.41	36.57
TOTAL EXPENDITURES		2,943,543.60	1,442,960.58	862,697.24	1,500,583.02	49.02
NET OF REVENUES & EXPENDITURES:		83,347.70	(336,103.69)	(353,978.65)	419,451.39	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		3,710,457.30	1,545,146.39	587,230.75	2,165,310.91	41.64
TOTAL EXPENDITURES - ALL FUNDS		3,594,175.60	1,544,159.69	914,142.27	2,050,015.91	42.96
NET OF REVENUES & EXPENDITURES:		116,281.70	986.70	(326,911.52)	115,295.00	